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Title and Registration:

ACCURATE APPLICATIONS GET RAPID RESULTS

DEPOSITORY

JUN 18 1993

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

George H. Ryan
Secretary of State

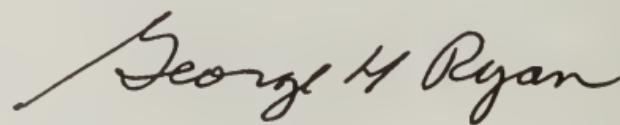
Save Time By Completing Applications Correctly



Applications for vehicle titles and registrations that are incomplete, incorrect or illegible require special attention and cause delays in processing. Whether you are a vehicle dealer, remittance agent, financial institution representative or an Illinois automobile owner, you will find time-saving tips on completing applications in this brochure.

If you will follow these guidelines and refer to the "Title and Registration Guide", my office will be able to process the paperwork in a fast and efficient manner.

If you have any further questions, call our toll-free telephone number: (800) 252-8980. Automobile dealers should call (217) 782-6877.

A handwritten signature in cursive script that reads "George H. Ryan".

George H. Ryan
Secretary of State

Vehicle Title and Registration

- **Use the Application for Vehicle Title and Registration** (VSD-190) for any plate-related transaction, i.e. title and plates, plates only, sticker only, title and transfer, transfer of plates only, corrected ID card or duplicate ID card.
- **Use the Application for Vehicle Title** (VSD-330) for any transaction for title without plates, i.e. title only—\$5 (if the vehicle will not be operated), duplicate title—\$5, junking certificate—no fee, corrected title—\$5 or salvage certificate—\$3.
- **Both applications, VSD-190 and VSD-330, are required for a corrected ID and corrected title.** These transactions cannot be done on the same application.
- **Verify vehicle/ownership information.** Be sure that the vehicle information on the ownership document is the same as on the application. Verify that the ownership document is properly assigned from the seller to the buyer. Ascertain that the buyer's name is shown on the assignment area is the same as on the application. Be sure that the odometer reading is certified properly on the back of the ownership document and that a date of sale is indicated. Check the vehicle identification number on the title with the number on the dash or door of the vehicle.
- **Check if vehicle use tax must be paid.** Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than \$15,000 and is based on the selling price if it is \$15,000 or more.

The following forms must be submitted to the Secretary of State:

Tax Form RUT-50, available at most Secretary of State facilities; **tax payment** (separate check, draft or money order made payable to the Illinois Department of Revenue); **Application for Title/Application for Title and Registration; surrender document**; and **title and/or registration fees**, payable to Illinois Secretary of State. Do not send revenue payment directly to the Department of Revenue. See the **Form RUT-50** for tax fees, or call the Department of Revenue at (312) 917-2605 or (217) 782-3336.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Office of the Secretary of State, along with the tax check (made payable to Illinois Department of Revenue), the application for title and registration, the surrender document and title and registration fees (made payable to the Illinois Secretary of State).

Transferring Plates

1. Make sure that the **correct vehicle information** and the **correct number** of the plate being transferred are filled in on the application in the proper area.
2. Check **Transfer or Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is \$2, and the title is \$5.
3. Enclose the **MOST RECENT vehicle registration identification card** for the license plate number being transferred.

CURRENT PLATE NO.	YEAR	PLATE TYPE REQUESTED	EXPIRATION	OFFICE USE ONLY
		Pass - 7-12	MONTH YEAR	
 GEORGE H. RYAN SECRETARY OF STATE STATE OF ILLINOIS VEHICLE IDENTIFICATION CARD				
X <i>Mark T. Brown</i>				
202 Vine Ave Mill Lane IL 62954				
VEHICLE IDENTIFICATION NUMBER 2F5CTMC42T1134290 UNIT NUMBER FOR OWNER'S USE				
YEAR	MAKE OF VEHICLE	MODEL	BODY STYLE	
89	Chev	Cavalier	2 Dr. Cp.	
PASSENGER	MOTORCYCLE	VEHICLE COLOR UPPER	LOWER	RENTAL VEHICLE <input type="checkbox"/> YES
NO. OF CYL.	TAX HP	NO. CC	Blu	LEASED VEHICLE <input type="checkbox"/> YES
4	16.7		Blu	FILE NUMBER (If applicable)
For RV, ST, Truck Trailer & Bus Only		NO AXLES	GROSS WEIGHT	TYPE OF TITLE <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				VEHICLE OPERATED <input type="checkbox"/> INTRA STATE <input type="checkbox"/> INTER STATE <input type="checkbox"/> FOR HIRE <input type="checkbox"/> YES <input type="checkbox"/> NO

4. If the new vehicle will be owned by one person but the last vehicle had multiple owners, obtain a signed **release of interest** in the license plate number from the other owner(s).
5. License plates cannot be transferred from one person or business to another unless the transferring parties are actually one and the same person. A letter (on company letterhead if applicable) stating this fact must be included with the application.
6. If a company incorporates, the firm is then considered a separate, incorporated entity, and plates cannot be transferred from the original company.

Corrected Title

1. Vehicle **title** must be corrected before the **registration** record may be corrected.
2. Use an **Application for Vehicle Title** (VSD-330) marked "corrected." A separate application (VSD-190) is required for the corrected registration.
3. Submit the **original title**, not a photocopy, along with the application(s).

WHEN SHOULD TITLES BE CORRECTED?

- To **change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
- To **add or remove another person's name.** When removing a name, a **release of interest** in the license plate number is also needed from the other owner when applying for a corrected registration identification card.
- **When a joint owner dies**, the surviving owner must send a certified copy of the **death certificate** with the application. This procedure applies to all cases involving ownership in joint tenancy with rights of survivorship. If the vehicle was owned by the deceased only, refer to our **ESTATES** brochure, if available, or call (217) 782-2924.
- If the **vehicle information is in error**. If the Secretary of State's records fail to verify the corrections, a law enforcement or dealer certification form will need to be submitted.
- To **register a lien**.
- To **change a company's name**. If it is still one and the same company, a letter stating this must be submitted with the applications for corrected title and corrected registration. A company that incorporates must transfer ownership to the newly formed corporation by applying for new title and license plates.

If you have any further questions regarding a title-related matter, call (217) 782-0594.

Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

Checklist

This section applies to vehicle title and registration and preprinted sticker renewal applications.

OWNER INFORMATION

- Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- If the applicant is a **Jr.** or **Sr.**, has this been indicated at the top of the application AND in the signature area of the application?
- If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if that is part of the name?
- For a leased vehicle, does the application clearly state the names of the **lessor** (*leasing agency*) and the **lessee**? Lessor must be listed first, and then the individual leasing the vehicle. For a rental vehicle (less than one-year contract), a separate Certificate of Insurance must be included with the application. A leased vehicle (one year or longer contract) requires only an affirmation by signature on the application that the vehicle is covered by insurance.

VEHICLE INFORMATION

- Does the applicant understand the type of **transaction** being made? (See Vehicle Title and Registration section.)
- Is the **vehicle information** correct, i.e. year, make and vehicle identification number (VIN)? Is the VIN on the car identical with the VIN on the title?
- If transferring plates, is the information shown for **both** the new and old vehicle?
- Is the most recent **vehicle registration identification card** enclosed?

TRUCK/TRAILER INFORMATION

- If the vehicle is a truck or trailer, has the **correct fee** been included for the maximum weight desired?
- If the vehicle is a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck-tractor plates.

Printed by authority of the State of Illinois
April 1993 - 12M - GA-1068



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GET RAPID
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DEPOSITORY

SEP 09 1994

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

APPLICATION FOR VEHICLE TITLE AND REGISTRATION

PLEASE TYPE OR PRINT CLEARLY

346	DEP	0000000000000000	DATE ISSUED	04/22/94	EXPIRE DATE	04/22/95	REG. NO.	PA35-70R 2183
OWNER	1	LAST NAME	Mark	1	FIRST NAME	Brown	2	
ADDRESS	202 Vine Ave	3	STREET	III Lane	4	CITY	Urbana	
5	STATE	6	ZIP	61754	7	PHONE		
87059	7	8	9	10	11	12	13	
119/925	14	15	16	17	18	19	20	
755431	21	22	23	24	25	26	27	
28	29	30	31	32	33	34	35	
36	37	38	39	40	41	42	43	
44	45	46	47	48	49	50	51	
52	53	54	55	56	57	58	59	
50	51	52	53	54	55	56	57	
58	59	60	61	62	63	64	65	
66	67	68	69	70	71	72	73	
74	75	76	77	78	79	80	81	
82	83	84	85	86	87	88	89	
90	91	92	93	94	95	96	97	
98	99	100	101	102	103	104	105	
106	107	108	109	110	111	112	113	
114	115	116	117	118	119	120	121	
122	123	124	125	126	127	128	129	
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138	139	140	141	142	143	144	145	
146	147	148	149	150	151	152	153	
154	155	156	157	158	159	160	161	
162	163	164	165	166	167	168	169	
170	171	172	173	174	175	176	177	
178	179	180	181	182	183	184	185	
186	187	188	189	190	191	192	193	
194	195	196	197	198	199	200	201	
202	203	204	205	206	207	208	209	
210	211	212	213	214	215	216	217	
218	219	220	221	222	223	224	225	
226	227	228	229	230	231	232	233	
234	235	236	237	238	239	240	241	
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258	259	260	261	262	263	264	265	
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274	275	276	277	278	279	280	281	
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298	299	300	301	302	303	304	305	
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378	379	380	381	382	383	384	385	
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418	419	420	421	422	423	424	425	
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482	483	484	485	486	487	488	489	
490	491	492	493	494	495	496	497	
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506	507	508	509	510	511	512	513	
514	515	516	517	518	519	520	521	
522	523	524	525	526	527	528	529	
530	531	532	533	534	535	536	537	
538	539	540	541	542	543	544	545	
546	547	548	549	550	551	552	553	
554	555	556	557	558	559	560	561	
562	563	564	565	566	567	568	569	
570	571	572	573	574	575	576	577	
578	579	580	581	582	583	584	585	
586	587	588	589	590	591	592	593	
594	595	596	597	598	599	600	601	
602	603	604	605	606	607	608	609	
610	611	612	613	614	615	616	617	
618	619	620	621	622	623	624	625	
626	627	628	629	630	631	632	633	
634	635	636	637	638	639	640	641	
642	643	644	645	646	647	648	649	
650	651	652	653	654	655	656	657	
658	659	660	661	662	663	664	665	
666	667	668	669	670	671	672	673	
674	675	676	677	678	679	680	681	
682	683	684	685	686	687	688	689	
690	691	692	693	694	695	696	697	
698	699	700	701	702	703	704	705	
706	707	708	709	710	711	712	713	
714	715	716	717	718	719	720	721	
722	723	724	725	726	727	728	729	
730	731	732	733	734	735	736	737	
738	739	740	741	742	743	744	745	
746	747	748	749	750	751	752	753	
754	755	756	757	758	759	760	761	
762	763	764	765	766	767	768	769	
770	771	772	773	774	775	776	777	
778	779	780	781	782	783	784	785	
786	787	788	789	790	791	792	793	
794	795	796	797	798	799	800	801	
802	803	804	805	806	807	808	809	
810	811	812	813	814	815	816	817	
818	819	820	821	822	823	824	825	
826	827	828	829	830	831	832	833	
834	835	836	837	838	839	840	841	
842	843	844	845	846	847	848	849	
850	851	852	853	854	855	856	857	
858	859	860	861	862	863	864	865	
866	867	868	869	870	871	872	873	
874	875	876	877	878	879	880	881	
882	883	884	885	886	887	888	889	
890	891	892	893	894	895	896	897	
898	899	900	901	902	903	904	905	
906	907	908	909	910	911	912	913	
914	915	916	917	918	919	920	921	
922	923	924	925	926	927	928	929	
930	931	932	933	934	935	936	937	
938	939	940	941	942	943	944	945	
946	947	948	949	950	951	952	953	
954	955	956	957	958	959	960	961	
962	963	964	965	966	967	968	969	
970	971	972	973	974	975	976	977	
978	979	980	981	982	983	984	985	
986	987	988	989	990	991	992	993	
994	995	996	997	998	999	1000	1001	

George H. Ryan
Secretary of State

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Vehicle Title and Registration

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- **Both applications, VSD-190 and VSD-330, are required for a corrected ID and corrected title.** These transactions cannot be done on the same application.
- **Verify vehicle/ownership information.** Be sure that the vehicle information on the title is the same as on the application. Verify that the title is properly assigned from the seller to the buyer. Ascertain that the buyer's name is shown on the assignment area is the same as on the application. Be sure that the odometer reading is certified properly on the back of the title and that a date of sale is indicated. Check the vehicle identification number on the title with the number on the dash or door of the vehicle.
- **Check if vehicle use tax must be paid.** Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than \$15,000 and is based on the selling price if it is \$15,000 or more.

The following forms must be submitted to the Secretary of State:

Tax **Form RUT-50**, available at most Secretary of State facilities; **tax payment** (separate check, draft or money order made payable to the Illinois Department of Revenue); **Application for Title/Application for Title and Registration; title; and title and/or registration fees**, payable to Illinois Secretary of State. Do not send revenue payment directly to the Department of Revenue. See the **Form RUT-50** for tax fees, or call the Department of Revenue at (800) 732-8866 or (217) 782-3336.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Office of the Secretary of State, along

with the tax check (made payable to Illinois Department of Revenue), the application for title and registration, the surrender document and title and registration fees (made payable to the Illinois Secretary of State).

Transferring Plates

1. Make sure that the **correct vehicle information** and the **correct number** of the plate being transferred are filled in on the application in the proper area.
 2. Check **Transfer** or **Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is \$12, and the fee for title is \$13.
 3. Enclose the **MOST RECENT vehicle registration identification card** for the license plate number being transferred.

CURRENT PLATE NO.		YEAR	PLATE 1995 EXPIRED	EXPIRATION	ORIGINAL STATE/PROV.
		1995 - T+R		8/93	
 GEORGE H. RYAN GOVERNOR OF STATE STATE OF ILLINOIS VEHICLE IDENTIFICATION CARD					
X Mark T. Brown					
202 Vine Ave Mill Lane IL 602754					
VEHICLE IDENTIFICATION NUMBER 2F5CTM C42T 1134290					
YEAR	MAKE OF VEHICLE	MODEL	DRIVE STYLE		
92	Chev.	Cavalier	2 Dr. Cp.		
REBUILT VEHICLE <input type="checkbox"/> YES		MANUFACTURE NO. CL	VEHICLE FROM SUPPLY	ORIGINAL VEHICLE <input type="checkbox"/> YES	TRADE VEHICLE <input type="checkbox"/> YES
			Blu	Blu	
Tax Reg. St. No. Dealer & Date Only		MY ADDRESS	LANDS WEIGHT	TYPE OF USE <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> PUBLIC	VEHICLE EQUIPMENT <input type="checkbox"/> ULTRA STYL <input type="checkbox"/> ULTRA SIGHT <input type="checkbox"/> ULTRA SPEED

4. If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names will **not** be appearing as owners on the new vehicle must **release their interest** in the license plates being transferred by stating in writing that they have no interest in the license plate number, indicating to whom interest is transferred and signing the statement.
 5. License plates cannot be transferred from one person or business to another unless the transferring parties are actually one and the same person. A letter (on company letterhead if applicable) stating this fact must be included with the application.
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Corrected Title

1. Vehicle **title** must be corrected before the **registration** record may be corrected.
2. Use an **Application for Vehicle Title** (VSD-330) marked "corrected." A separate application (VSD-190) is required for the corrected registration.
3. Submit the **original title**, not a photocopy, along with the application(s).

WHEN SHOULD TITLES BE CORRECTED?

- To **change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
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- If the applicant is a **Jr.** or **Sr.**, has this been indicated at the top of the application AND in the signature area of the application?
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- Is the owner(s) name and address information typed or printed legibly on the application?

VEHICLE INFORMATION

- Does the applicant understand the type of **transaction** being made? (See Vehicle Title and Registration section.)
- Is the **vehicle information** correct, i.e. year, make and vehicle identification number (VIN) and typed or printed legibly on the application?
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If you recently purchased and have not titled or registered the vehicle you are bringing into this state, a properly completed tax form, either **RUT-25** (if purchased from a dealer) or **RUT-50** (if purchased from an individual) and **any applicable tax** made payable to the Department of Revenue, must

accompany your application to the Secretary of State's office.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Office of the Secretary of State, along with the tax check (made payable to Illinois Department of Revenue), the application for title and registration, the surrender document and title and registration fees (made payable to the Illinois Secretary of State).

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2. Check **Transfer** or **Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is \$12, and the fee for title is \$13.
3. Enclose the **MOST RECENT vehicle registration identification card** for the license plate number being transferred.

GENERAL PLATE NO.	YEAR PLATE TYPE REQUESTED	STATE	OFFICE USE ONLY
GEORGE H. RYAN SECRETARY OF STATE STATE OF ILLINOIS VEHICLE IDENTIFICATION CARD			
X Mark T. Brown			
202 Vine Ave Mill Lane IL 602754			
VEHICLE IDENTIFICATION NUMBER 2F5CTMHC42T1134290			
YEAR	NAME OF VEHICLE	MODEL	BODY STYLE
92	chev.	Cavalier	2 Dr. Cp.
REGULAR VEHICLE <input type="checkbox"/> YES	MANUFACTURE NO CC	VEHICLE COLOR Blu	REGULAR VEHICLE <input type="checkbox"/> YES LEASED VEHICLE <input type="checkbox"/> YES FAT NUMBER (IF APPLICABLE)
For RV & Trucks Train & Bus Only	NO. AXLES	GROSS WEIGHT	TYPE OF USE <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> VEHICLE OPERATED BY OWNER <input type="checkbox"/> VEHICLE OPERATED BY LEASE <input type="checkbox"/> FOR HIRE <input type="checkbox"/> YES <input type="checkbox"/> NO

4. If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names will **not** be appearing as owners on the new vehicle must **release their interest** in the license plates being transferred by stating in writing that they have no interest in the license plate number, indicating to whom interest is transferred and signing the statement.
5. License plates cannot be transferred from one person or business to another unless the transferring parties are actually one and the same person. A letter (on company letterhead if applicable) stating this fact must be included with the application.
6. If a company incorporates, the firm is then considered a separate, incorporated entity, and plates cannot be transferred from the original company.

Corrected Title

1. Vehicle **title** must be corrected before the **registration** record may be corrected.
2. Use an **Application for Vehicle Title** (VSD-330) marked "corrected." A separate application (VSD-190) is required for the corrected registration.
3. Submit the **original title**, not a photocopy, along with the application(s).

WHEN SHOULD TITLES BE CORRECTED?

- To **change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
- To **add or remove another person's name**. When removing a name, a **release of interest** in the license plate number is also needed from the other owner when applying for a corrected registration identification card.
- **When a joint owner dies**, the surviving owner must send a certified copy of the **death certificate** with the application. This procedure applies to all cases involving ownership in joint tenancy with rights of survivorship. If the vehicle was owned by the deceased only, refer to our **ESTATES** brochure, if available, or call (217) 782-2924.
- If the **vehicle information is in error**. If the Secretary of State's records fail to verify the corrections, a law enforcement or dealer certification form will need to be submitted.
- To **register or remove a lien**. To remove a lien, a **lien release statement** must be attached or lien must be released on **Certificate of Title**.
- To **change a company's name**. If it is still one and the same company, a letter stating this must be submitted with the applications for corrected title and corrected registration. A company that incorporates must transfer ownership to the newly formed corporation by applying for new title and license plates.

If you have any further questions regarding a title-related matter, call (217) 782-0594.

Mandatory Vehicle Insurance

All motor vehicles registered and operated in Illinois must be covered by liability insurance—insurance that covers the property damage and/or injuries you may cause others in an accident.

Checklist

This section applies to vehicle title and registration and preprinted sticker renewal applications.

OWNER INFORMATION

- Do **signatures** and **names** agree? If there are two or more owners, are all signatures on the application?
- If the applicant is a **Jr.** or **Sr.**, has this been indicated at the top of the application AND in the signature area of the application?
- If the application is for a company or a corporation, is the **name** listed correctly and does it include "**Inc.**" if that is part of the name?
- For a leased vehicle, does the application clearly state the names of the **lessor** (*leasing agency*) and the **lessee**? Lessor must be listed first, and then the individual leasing the vehicle. If lessee is maintaining registration, complete two applications, one **application for title only** (VSD-330) in the lessor's name and one **application for registration only** (VSD-190) in the lessee's name. For a rental vehicle (less than one-year contract), a separate Certificate of Insurance must be included with the application. A leased vehicle (one year or longer contract) requires only an affirmation by signature on the application that the vehicle is covered by insurance.
- Is the owner(s) name and address information typed or printed legibly on the application?

VEHICLE INFORMATION

- Is the **vehicle information** correct, i.e. year, make and vehicle identification number (VIN) and typed or printed legibly on the application?
- If transferring plates, is the information shown for **both** the new and old vehicle?
- Is the most recent **vehicle registration identification card** enclosed?

TRUCK/TRAILER INFORMATION

- If the vehicle is a truck or trailer, has the **correct fee** been included for the maximum weight desired?
- If the vehicle is a tractor-trailer combination, is the **body type** labeled "Tractor?" This identification is necessary for truck-tractor plates.



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Title and Registration:

ACCURATE APPLICATIONS GET RAPID RESULTS

DEPOSITORY

MAY 07 1999

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Jesse White
Secretary of State

Save Time By Completing Applications Correctly



Dear Friends:

Serving the public and the interests of Illinois families has always been my top priority, whether it was as a state representative, the Cook County recorder of deeds or the founder of the Jesse White Tumbling Team. As your new Illinois Secretary of State, I am just as committed to providing friendly, efficient and timely service to the citizens of this state.

Whether it means cutting bureaucratic red tape, making sure our employees are friendly and courteous or in some other way going that extra mile to get the job done, keep one thing in mind: we're here to serve you.

Making sure you correctly fill out your vehicle title and registration application will help us process your request all that much more quickly and efficiently. I've had this brochure prepared to give you some time-saving tips on completing applications.

If you have any further questions, call our toll-free telephone number: (800) 252-8980. Automobile dealers should call (217) 782-6877.

Sincerely,

Jesse White

Jesse White
Secretary of State

Title and Registration

- **Use the Application for Vehicle Title and Registration** (VSD-190) for any plate-related transaction, i.e. title and plates, plates only, sticker only, title and transfer, transfer of plates only, corrected ID card or duplicate ID card.
- **Use the Application for Vehicle Title** (VSD-330) for any transaction for title without plates, i.e. title only: \$13 (if the vehicle will not be operated), duplicate title: \$13, junking certificate: no fee, corrected title: \$13 or salvage certificate: \$3.
- **Both applications, VSD-190 and VSD-330, are required for a corrected ID and corrected title.** These transactions cannot be done on the same application.
- **Verify vehicle/ownership information.** Be sure that the vehicle information on the title is the same as on the application. Verify that the title is properly assigned from the seller to the buyer. Ascertain that the buyer's name shown on the assignment area is the same as on the application. Be sure that the odometer reading is certified properly on the back of the title and that a date of sale is indicated. Check the vehicle identification number on the title with the number on the dash or door of the vehicle.
- **Check if vehicle use tax must be paid.** Tax must be paid on all vehicle sales between individuals. The amount of tax is based on the model year of the vehicle if the selling price is less than \$15,000 and is based on the selling price if it is \$15,000 or more.

Submit these forms to the Secretary of State:

Tax **Form RUT-50**, available at most Secretary of State facilities; **tax payment** (separate check, draft or money order made payable to the Illinois Department of Revenue); **Application for Title/Application for Title and Registration**; **title**; and **title and/or registration fees**, payable to Illinois Secretary of State. Do not send revenue payment directly to the Department of Revenue. See the **Form RUT-50** for tax fees, or call the Department of Revenue at (800) 732-8866 toll free in Illinois or (217) 782-3336.

If you recently purchased and have not titled or registered the vehicle you are bringing into this state, a properly completed tax form, either **RUT-25** (if purchased from a dealer) or **RUT-50** (if purchased from an individual) and **any applicable tax** made payable to the Department of Revenue, must ac-

company your application to the Secretary of State's office.

Vehicles purchased from an Illinois dealer are subject to vehicle sales tax. The dealer must submit the **Sales Tax Transaction Return** (ST-556 Tax Form) to the Office of the Secretary of State, along with the tax check (made payable to Illinois Department of Revenue), the application for title and registration, the surrender document and title and registration fees (made payable to the Illinois Secretary of State).

Transferring Plates

1. Make sure that the **correct vehicle information** and the **correct number** of the plate being transferred are filled in on the application in the proper area.
2. Check **Transfer** or **Title and Transfer** if the applicant wants to transfer current plates. The fee for transfer is \$12, and the fee for title is \$13.
3. Enclose the **MOST RECENT vehicle registration identification card** for the license plate number being transferred.

CURRENT PLATE NO.		YEAR	PLATE TYPE REQUESTED	EXPIRATION	OFFICE USE ONLY
			Pass. T & R	8-99	
 JESSE WHITE SECRETARY OF STATE STATE OF ILLINOIS VEHICLE IDENTIFICATION CARD					
J X	Mark	T.	Brown		
202 Vine Avenue Mill Lane IL 62754					
VEHICLE IDENTIFICATION NUMBER 2F5CTMC42T1134290					UNIT NUMBER FOR OWNER'S USE
YEAR 89	NAME OF VEHICLE Chevrolet	MODEL Cavalier	BODY STYLE 2 door Coupe		
RENTAL VEHICLE <input type="checkbox"/> FLOOD <input type="checkbox"/> REBUILT	MOTORCYCLE NO CC	VEHICLE COLOR LIMER	RENTAL VEHICLE <input type="checkbox"/> YES	LEASED VEHICLE <input type="checkbox"/> YES	FILE NUMBER (If applicable)
For the RT, Trucks Pass & Bus Only		NO AXLES	GROSS WEIGHT	TYPE OF USE <input type="checkbox"/> PERSONAL <input type="checkbox"/> COMMERCIAL	VEHICLE OPERATED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> FOR HIRE <input type="checkbox"/> YES <input type="checkbox"/> NO

4. If the new vehicle will be owned by one person but the last vehicle was registered in two or more names, the individuals whose names will **not** be appearing as owners on the new vehicle must **release their interest** in the license plates being transferred by stating in writing that they have no interest in the license plate number, indicating to whom interest is transferred and signing the statement.
5. License plates cannot be transferred from one person or business to another unless the transferring parties are actually one and the same person. A letter (on company letterhead if applicable) stating this fact must be included with the application.
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Corrected Title

1. Vehicle **title** must be corrected before the **registration** record may be corrected.
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WHEN SHOULD TITLES BE CORRECTED?

- To **change a name** due to marriage, a legal procedure, naturalization, or when adding "Jr.," "Sr.," "II," "III" or an initial.
- To **add or remove another person's name**. When removing a name the title must be assigned. In addition, a **release of interest** in the license plate number is needed from the other owner when applying for a corrected registration identification card.
- **When a joint owner dies**, the surviving owner must send a certified copy of the **death certificate** with the application. This procedure applies to all cases involving ownership in joint tenancy with rights of survivorship. If the vehicle was owned by the deceased only, refer to our **ESTATES** brochure, if available, or call (217) 782-6306.
- If the **vehicle information is in error**. If the Secretary of State's records fail to verify the corrections, a law enforcement or dealer certification form will need to be submitted.
- To **register or remove a lien**. To remove a lien, a **lien release statement** must be attached or lien must be released on **Certificate of Title**.
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If you have any further questions regarding a title-related matter, call (217) 782-6306.

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April 1999 - 5M - GA-944



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Title and Registration Applications

ACCURATE
DEPOSITIONS
APPLICATIONS
GET RAPID
RESULTS

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Jesse White
Secretary of State



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